

Flag Protocol Policy

Policy No. 1.1.9

Date of Policy:

Revision:

Motion Number:

1. Purpose

To establish a respectful and consistent process for the raising or half-masting of flags on municipally controlled flagpoles within the Town of Nipawin. This Policy was prepared following established guidelines of the Government of Canada and the Protocol Office of Saskatchewan.

2. Scope

The Flag Protocol Policy applies to all properties and facilities owned and operated by the Town of Nipawin.

3. Responsibility

The Director of Parks and Recreation is responsible for ensuring compliance with this Policy.

4. Definitions

Dignitary means a person who holds a high rank or office, as in the government or church.

Director of Parks & Recreation means the Director of Parks & Recreation for the Town of Nipawin or designate.

Flag means a piece of fabric, often flown from a pole or mast, generally used symbolically for signaling or identification.

5. Procedure

5.1 Flag Poles

- (a) Only one flag shall be raised on the same flag pole and flags must be flown at the same height in the event that there are two flag poles present.
- (b) Parks & Recreation staff are responsible to ensure the flags are replaced when necessary at each of the locations listed above.

- (c) When considering the installation of new flag poles, the Director of Parks & Recreation must be involved to ensure protocol standards are followed.

5.2 Hours

- (a) Flags at Town owned facilities are flown year-round, Sunday through Saturday.

5.3 Remembrance Day Flag

- (a) A Remembrance Day Flag shall be flown on the flag pole outside of the Town Office from the date designated by the Royal Canadian Legion to sunset on November 11th to honour those members of the Canadian Forces who have died in the service of our country.

5.4 Flags at Half-Mast

- (a) The act of half-masting a flag is a visual statement that expresses official mourning or commemoration upon death.
- (b) The Town of Nipawin lowers the flags listed in section 5(i)(b) of this policy to half-mast following this Policy or based upon recommendations from the Saskatchewan Protocol Office. The Director of Parks & Recreation shall inform staff when the flags are to be lowered to half-mast and for what length of time.
- (c) The flags are half-masted from notification of death, up to and including the day of the funeral.
- (d) When half-masting a flag, the flag is brought to the top of the mast and immediately lowered to half-mast to the same point on the flag pole.
- (e) In special circumstances, the Director of Parks & Recreation shall consult the Saskatchewan Protocol Office to determine the appropriate action.
- (f) Flags shall be lowered to half-mast for the following occasions:
 1. On the death of a Sovereign or member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former Governor General, a former Prime Minister, or a federal Cabinet Minister, for days of national mourning.
 2. On the death of the Lieutenant-Governor, the Premier, or a provincial Cabinet Minister for days of provincial mourning.

3. On the death of the member of the House of Commons or the member of the Provincial Legislature representing the Town of Nipawin.
4. On the death of other dignitaries as deemed appropriate by the Mayor and Chief Administrative Officer or designate in accordance with this Policy and following established guidelines of the Government of Canada and the Protocol Office of Saskatchewan.